



**CALIFORNIA PRISON
HEALTH CARE SERVICES**

UNIT SUPERVISOR (SAFETY)

TL45/8104 – Exam Code: 1RC08

OPEN – STATEWIDE



**California
Department of
Corrections
and Rehabilitation**

CONTINUOUS FILING Training and Experience Assessment

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

EXAMINATION BASE MULTI-DEPARTMENTAL OPEN FOR:

**California Prison Health Care Services (CPHCS)
Department of Corrections and Rehabilitation (CDCR)**

Positions currently exist statewide with CDCR and CPHCS.

**POSITION
DESCRIPTION**

The Unit Supervisor (Safety), under direction, at developmental centers, State hospitals, Psychiatric Programs, or correctional facilities, incumbents supervise psychiatric technician and related nursing staff; administer the routine psychiatric and developmental nursing services of a unit; coordinate the work and the staff of a unit and work as a liaison between unit staff on different shifts; train and develop shift leads and instruct level-of-care nursing personnel in nursing, habilitation, and rehabilitation techniques for developmentally or mentally disordered offenders; and do other related work.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

HOW TO APPLY

Submit an Examination Application (Std. Form 678), and Training and Experience Assessment form to the address listed below:

By mail with:

or

In person with:

**California Prison Health Care Services
Selection Services Section
P.O. Box 4038, Suite 350
Sacramento, CA 95812-4038**

**California Prison Health Care Services
Selection Services Section
501 J Street, Lobby Drop Box
Sacramento, CA 95814**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

The Training and Experience Assessment for Unit Supervisor (Safety) can be downloaded from State Personnel Board's website at www.jobs.ca.gov, CPHCS' website at www.cphcs.ca.gov or CDCR's website at www.cdcr.ca.gov, or copies can be obtained by calling (916) 445-1086.

NOTE: Only applications with an original signature will be accepted.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

**APPLICATION
DEADLINE/
TESTING PERIOD**

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their applications.

The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.

SALARY RANGE **Currently, as of July 1, 2007:**

\$6,853 - \$7,227 Monthly

Through October 2011, full-time employees' monthly salary will be reduced by the equivalent of eight (8) hours in exchange for eight (8) hours of leave, credited to each employee's leave balances as Personal Leave Plan 2010 credit.

BENEFITS

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

Possession of the legal requirements to practice as a professional Registered Nurse in California as determined by the California Board of Registered Nursing.

OR II

Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technicians.

AND

Experience: One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B or Senior Psychiatric Technician classification in the direction of the nursing services for a California developmental center, State hospital, Psychiatric Program, or correctional facility level-of-care unit during a shift.

Special Personal Characteristics: Willingness to work at developmental centers, State hospitals, Psychiatric Programs, or correctional facilities; demonstrated leadership ability; sympathetic and objective understanding of the problems of developmentally or mentally disordered offenders; tact; patience; and emotional stability.

Special Physical Characteristics: Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

EXAMINATION PLAN

This examination will consist of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Candidates who meet the "Minimum Qualifications" will have their Training and Experience Assessment scored. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE TRAINING AND EXPERIENCE ASSESSMENT IS MANDATORY.** Candidates who do not return the completed Training and Experience Assessment will be eliminated from this examination.

**EXAMINATION PLAN
(Continued)**

Training and Experience Assessment – Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Fundamental nursing care and pharmacology.
2. Legal aspects of patient care.
3. Psychiatric nursing theory and practice to ensure congruence with Departmental practices.
4. Techniques utilized in the care and treatment of mentally or developmentally disabled or developmentally or mentally disordered offenders.
5. Principles and practices of ward or unit management, (i.e., scheduling, staffing, workloads, patient care, etc.).
6. Supervisor's responsibility for promoting equal employment opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Analyze situations accurately and take prompt, effective action to resolve issues.
2. Keep accurate and organized records.
3. Effectively supervise the work of level-of-care personnel including Sr. LPTs and LPTs.
4. Establish cooperative working relationships between various disciplines.
5. Manage a developmental center, State hospital, Psychiatric Program or correctional facility level-of-care unit.
6. Develop clear and concise reports.
7. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

**ELIGIBLE LIST
INFORMATION**

The resulting multi-departmental open eligible list will be established for CDCR and CPHCS. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. List eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career Credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and at the California Prison Health Care Services.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Prison Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038
www.cphcs.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

MA/3/23/2011